

Vishnuvardan Mohan

Human Resources & Administrator

KNPC – AL-Ahmadi
Sulphur Handling Facilities (New & Revamp) Project @ MAA Reif.
P.O. Box 46221, Kuwait
Cell no. +965 96001018 , (Office) – +965 23263655
E-mail ID- vishnu0089@gmail.com, vishnu89@daelim.co.kr



Objectives

HR & Adminstator position in a reputable organization where I can effectively utilize my expertise and Educational skills, and practical background while defining my respective career interest in the Field. I am capable of maximizing the efficiency output to meet challenges and deadlines.

Work Summary

- Master Degree with Detail oriented Human Resource & Administrator with 6+ years of Oil & Gas Refinery Project, HR and Administration, Project and Staff Management. Accomplished professional with proven ability to multi task, enhanced with exceptional organizational skills. Possess' excellent planning and prioritizing skills coupled with strong problem-solving skills and the ability to make independent decisions.

Core Competencies (HR & Administrative)

- Policies & Procedures Manuals
- Payroll – ADP
- Confidential Records Management, Office & Staff Management, Inventory Management
- HR Administration
- Staff Requirement
- Report & Document Management, Spreadsheet & Database Management
- Travel Management (Domestic & Intl.), Accounts Payable & Budget Management
- Vendor Negotiation & Expense Reduction
- Meeting & Event Planning
- Telephone & Front Office Reception

- Scheduling & Calendar Management, Filing & Data Entry.
- Advanced computer / technical skills in MS Office Suite (Excel, PowerPoint, Outlook Word, Access)
- Building Maintenance Management.

Nov. 2012 – At Present | **Human Resources & Administrator**
DAELIM Ind. Co. Ltd | **Kuwait** | **Sulphur Handling Facilities (New & Revamp) Project @ MAA Reif**

Duties & Responsibilities

- Assists recruiting team with the maintenance of Applicant Tracking System and job postings.
 - Manages Employee On-Boarding processes for domestic and international transfers and new hires.
 - Designed, developed, and presents New Hire Orientation.
 - Prepares recruitment lists and job postings.
 - Completes monthly and year-end reports regarding terminations, bill/pay rate changes, and new hires.
 - Enters new hire information in the ADP database.
 - Works closely with payroll to ensure that contractors are paid in a timely manner.
 - Provides In-House Employee Ambassador support.
 - Insures that Human Resource files and records are maintained in accordance with legal requirements and company policies and procedures.
 - Processes background checks through E-Verify.
 - Payroll Administration; time card submittal, vacation and sick accrual calculations, taxation audits, and employee data changes.
 - Reviews employee/contractor complaints and works to resolve issues.
 - Schedules and coordinates interviews and travel for internal and external candidates.
 - Proficient in giving valuable decision and taking the feedback from the employees.
 - Payroll Administration; time card submittal, vacation and sick accrual calculations, taxation audits, and employee data changes.
 - Administered the company's Workers Compensation and Safety; Illness and Injury Prevention Program.
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Education & Personal Details:

- * **MBA (HR & Marketing)** - SRM School Of Management, Kattankullathur, Chennai (SRM University) – May 2012 (8.3 CGPA)
- * **B.E (Computer Science & Engg.)** - Oxford Engineering College, Trichy (Anna University) – May 2010 (68 %)
- * **H. S. C** - Sri.K.G.S. Hr Secondary School, Aduthurai (State Board) – April 2006 (83.16 %)
- * **S. S. L. C** - Sri.K.G.S. Hr Secondary School, Aduthurai (State Board) – April 2004 (78.4 %)
- * Coordinated various management events like ISAGE, COMMUNE in SRM University
- * Participated in Conference on “JAVA FX & NETWORKING PROGRAMMING” at NIT, Trichy
- * Member of my School and college Cricket and Volleyball team.

Passport Details : No - L2561368 (Expiry -2023)
Place of Issued: Trichy
Date of Birth – 25/05/1989

Marital Status : Married

Nationality : Indian

Languages Known. : English, Tamil, Malayalam.

Permanent address : 37, Ramji Nagar, Agragaram,
Govindapuram (Post),
Thiruvudaimarudur (Tk),
Thanjavur (Dist)-612 101.

M. U. U. U.

Date : Oct, 2012

Ref. # : DIC/AP/201310-5

APPOINTMENT LETTER

To whom it may concern:

We at **DAELIM INDUSTRIAL COMPANY, LTD.** contracted the “ **SULPHUR HANDLING FACILITIES (REVAMP and NEW) Project**” for Kuwait National Petroleum Company wish to offer **Mr. Vishnuvardan Mohan** for the position of **HR & Administrative** and the following are the terms of employment.

Contract duration	: 1 year renewable commencing on the arrival date of employee
Probationary Period	: 100 days
Monthly Salary	: KD 400 per month (10 hours per day inclusive of 2 hours fixed rate overtime/6 days a week)
Overtime Pay	: Additional Overtime shall be paid exceeding 10 hours on regular working days and the work on Friday and National holiday according to Kuwait Labor Law
Food Allowance	: KD55 per month
Accommodation	: Company provided camp accommodation/No allowance provided
Transportation	: Company provided from camp to job site and return
Vacation/Ticket	: 30 days paid annual vacation upon completion of 1 year contract / Round trip airfare ticket provided


Joining Date : “ Immediately upon VISA formalities Completion ”

The terms and conditions of this letter is set out in the candidate employment contract. Candidate's signifies his/her acceptance of these terms by the signature affixed on this letter.

Sincerely yours,



Seung Wook Jung
Manager
Industrial Co. Ltd., Kuwait


Vishnuvardan Mohan Site
HR Administrative Daelim
Date : 09/10/2012

REG. NO.: 3511010812



Faculty of Engineering and Technology
The Board of Management of the SRM University
hereby makes known that

VISHNUVARDAN M

has been admitted to the Degree of

MASTER OF BUSINESS ADMINISTRATION

having been certified by duly appointed examiners to be
qualified to receive the same and placed in the

FIRST CLASS

at the examination held in MAY - 2012

Given under the seal of the University.



DATED: 28 DEC 2012

SRM NAGAR, KATTANKULATHUR - 603 203
KANCHEEPURAM (DIST.), TAMILNADU, INDIA.


REGISTRAR


VICE-CHANCELLOR

Anna University



Reg. No.81306104105/RG

The Syndicate of the Anna University hereby makes known that
VISHNU VARDAN M *has been admitted to the* **DEGREE OF**
BACHELOR OF ENGINEERING *in* **COMPUTER SCIENCE AND**
ENGINEERING *under the Faculty of Information and Communication*
Engineering, having completed the prescribed programme of study and having been
certified by the duly appointed examiners to be qualified to receive the same, and has
been placed in **FIRST CLASS** *at the Examination held in* **APRIL 2010.**

Given under the Seal of the University



Chennai 600 025
India
December 2010
GUS410433271

V. Jayaram
Controller of Examinations

Sanyamal
Registrar

Srinivasan
Vice-Chancellor

811306104105/RG

निर्वाचन / OBSERVATION

विभिन्न सेवा / MISCELLANEOUS SERVICE



L2561368

पिता / कानूनी अभिभावक का नाम / Name of Father / Legal Guardian

MOHAN

माता का नाम / Name of Mother

CHITRA

पति या पत्नी का नाम / Name of Spouse

पता / Address

NO 37, RAMJI NAGAR, AGRAGARAM

GOVINDAPURAM, THANJAVUR

PIN: 612101, TAMIL NADU, INDIA

पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

फाइल नं. / File No.

TR2061976155713